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CONTRACT REVIEW AND PROPOSAL DEVELOPMENT

Origination Date: XXXX

Document Identifier:	Name, Number, Unique ID
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

Abstract:

This document describes the procedures used to review contracts and develop proposals.

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REVISION LOG

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DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

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1.0 PURPOSE

This document defines the Proposal Development and Contract Review process including or making reference to procedures for the various activities within the process.

2.0 THEORY

The Company can only meet Customer requirements by ensuring that all such requirements are suitably obtained from the Customer, reviewed and understood. This process ensures the suitable capture of requirements and ensures that Company's understanding of those requirements is communicated to the Customer prior to and through contract acceptance.

3.0 PROCEDURE

3.1 Contract Review Form

Complete the form following its format and use the COMMENTS field to record special or unusual requirements imposed by the Customer purchase order. Also record the timely provision for special controls, processes, tests, equipment and skills to ensure product performance.

3.2 Compliance Matrix-1 Form for Request for Proposal Review

Complete the form following its format and place a check mark in the ACCEPT or MODIFY column to report acceptance of each Customer requirement as it is written or request [REDACTED]

3.2 Compliance Matrix-2 Form

Complete the form following its format and as applicable use the SUPPORTING DOCUMENTATION field to:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

3.3 Work Breakdown Structure

Use the Compliance Matrix as a planning document to produce a Work Breakdown Structure to schedule tasks and record the completion of assignments. Update the applicable Compliance Matrix and Work Breakdown Structure whenever [REDACTED]

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3.4 Document Order of Precedence

Observe the following document order of precedence in the event of conflict, ambiguity or contradiction:

[Redacted list of document order of precedence]

NOTE:

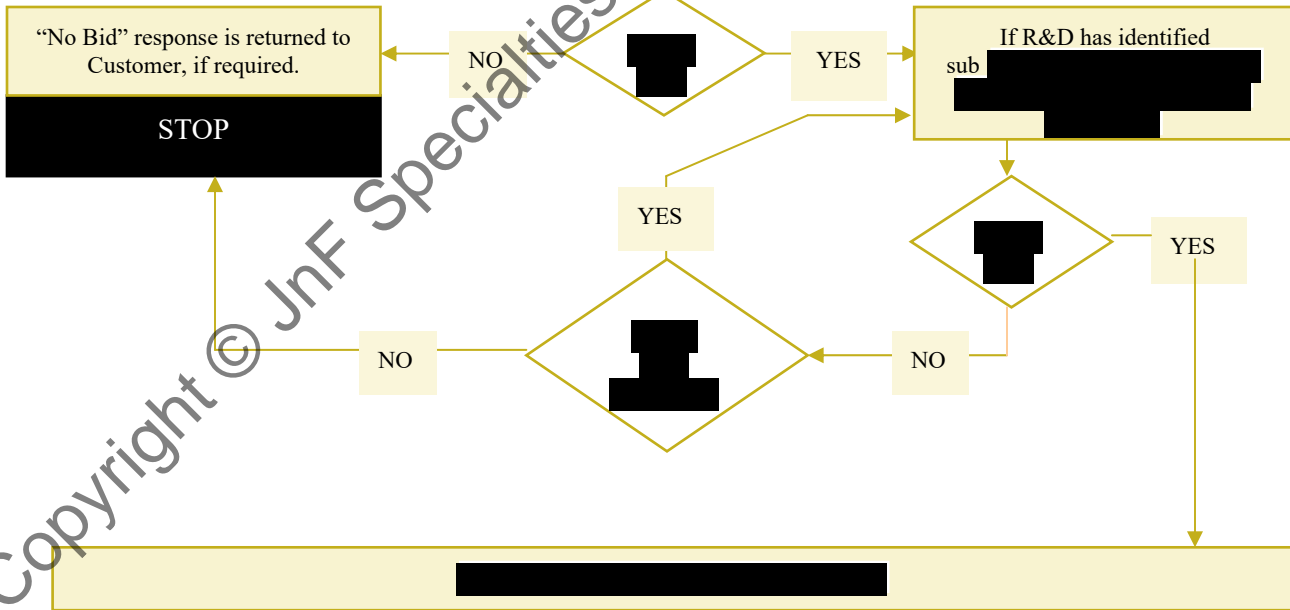
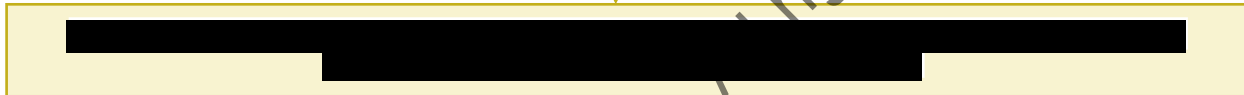
Customer specifications take precedence over those of an agency of the U.S. Government and Customer Government specifications take precedence over [Redacted]

See 4.0 Process Map on next page.

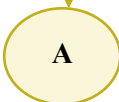
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4.0 PROCESS MAP

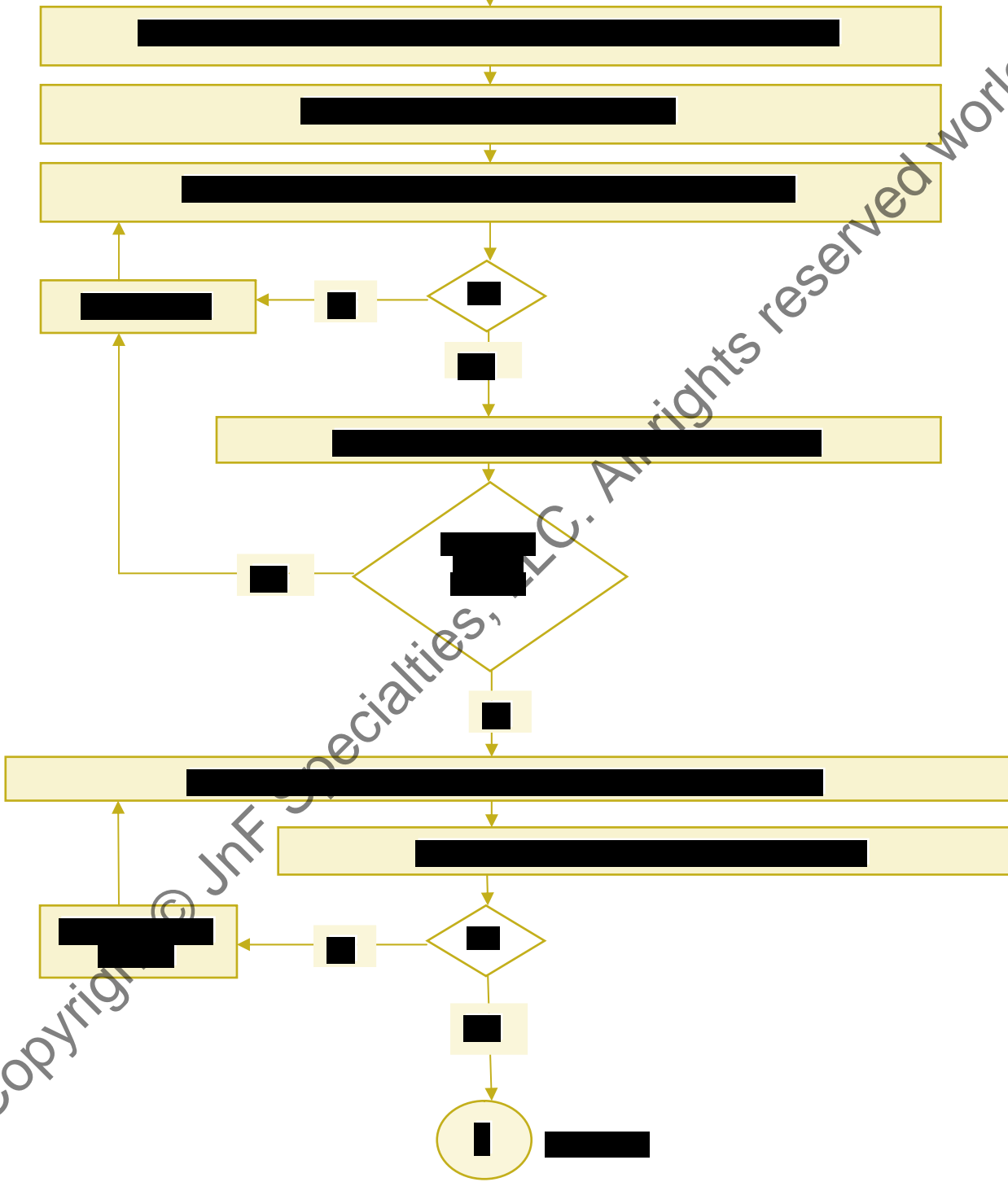
Contract Review Process & Proposal Development	
Owner:	[REDACTED]
Quality objective:	[REDACTED]



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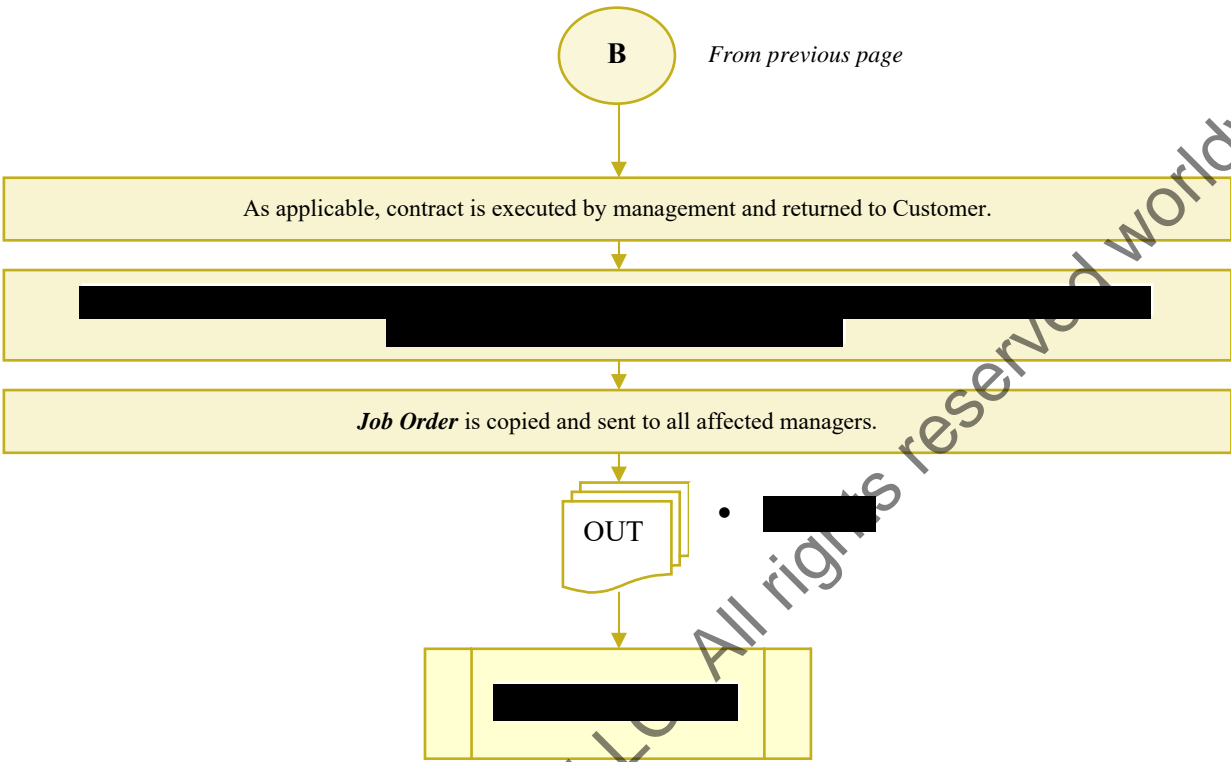


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Compliance Matrix-1
(Program Name - Contract - Revision)

[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

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Compliance Matrix-2

(Program Name - Contract - Revision)

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Work Breakdown Structure

Program Name – Contract - Revision		
[Redacted]	[Redacted]	
[Redacted]		
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